



Electrical Bulletin 24-02

May 3, 2024

Re: Permit Application Requirements

The following are a few guidelines to help ensure permit applications are processed efficiently, and projects can start as quickly as possible.

Project Description - The exact work covered under an electrical permit can be difficult to confirm if the description of the work is vague, or the location of the work is unclear. This can cause confusion for an inspector on site, a property owner, or anyone trying to establish what was described on a past permit. To help clarify, we now require that the following documents are included with certain permit applications:

1. When a property contains multiple structures, a site plan showing the specific location of the electrical work must be included with the permit application. This should identify which structure is being worked on, and where on the property the structure is located.
2. For smaller renovations and/or additions to large, existing structures, please include a floor plan that clearly details the project location.

The above documents do not need to be engineered or overly complicated, they just need to clearly provide the location of the electrical work.

Permit Receipts - When applying for an electrical permit, a permit fee is charged based on the job value, and a receipt is emailed. This receipt is not an electrical permit, and if electrical work is started before the permit is issued, that work is subject to a double permit fee.

Load Calculations – When adding larger electrical loads to an existing service, we often ask for a load calculation to be included with the application. When submitting any load calculation please include the following commonly missed items:

1. The project address is written at the top of the document.
2. The floor area is provided in square meters.
3. Wire gauge of conductors feeding the panel being added to (Not just the main breaker size)
4. Wire gauge of service conductors (If different from above)
5. Whether it is a subdivision of a main consumer service
 - Ex. A multi-gang meter enclosure

Either handwritten or typed load calculations are acceptable as long as they are clearly legible, and neatly organized. If the information is difficult to read or decipher, it may need to be redone.

Processing Time - Once an application is accepted, the permit is typically issued within two to three business days but can take up to two weeks on more complex or complicated projects.

As always, please ensure that all inspection documentation such as permit applications and declarations are sent to buildingsafety@yukon.ca.

Thank you,

Logan Collins
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